





# City of Loma Linda Official Report

Floyd Petersen, Mayor  
Karen Gaio, Mayor pro tempore  
Robert Christman, Councilmember  
Stan Brauer, Councilmember  
Robert Ziprick, Councilmember

COUNCIL AGENDA:       October 28, 2003

TO:                       City Council

VIA:                     Dennis R. Halloway, City Manager 

FROM:                  Deborah Woldruff, AICP, Community Development Director 

SUBJECT:               Recommendations Regarding a Proposed Amendment to the  
Special Event Permits Administrative Policy/Procedure Limiting  
Fee Waiver Requests to a Maximum of \$500 per Event

## **RECOMMENDATION**

The recommendation is that the City Council approve the amendment to the Special Event Permits Administrative Policy/Procedure limiting fee waiver requests to a maximum of \$500 per event.

## **BACKGROUND**

During 2001, the City received many requests from non-profit organizations for fee waivers related to the Special Events Permit process. As a result, the City Council directed staff to evaluate the Special Event Permit process and the Special Event Permit fee and related fees, and report back with recommendations on how to improve the process and administratively handle the fee waiver requests. Staff developed the Administrative Policy/Procedure for the approval of special events, which was approved by the City Council on September 11, 2001.

The Administrative Procedure/Policy has been in effect for over two years and is functioning well. However, there has been a 300 percent increase of special events since the beginning of 2001 and the corresponding fee waiver requests has taken a toll on budgets of the City's Public Safety and Public Works Departments and the San Bernardino County Sheriff's Department. A table showing the increase in special event activities is available as Attachment A, Special Event Permits 1995-2003 (present).

## **ANALYSIS**

The adopted policy/procedure formally identifies the types of special events that require approval through the Special Event Permit process and requires a \$50 permit fee. The most important feature of the policy/procedure is that it contains specific criteria for an administrative waiver of some (or all) of the fees associated with Special Event Permits. From 1995 through 2000, the average number of special events was three per year. Since the beginning of 2001, the average

has increased to nine special events per year, which amounts to a 300 percent increase. While some of the events do not require much in the way of traffic control and safety, 17 of the 27 events that occurred during the past 34 months did require the assistance of City and County personnel. These events all involved use of the public right-of-way to accommodate routes for walks, runs, bicycle rides, races of some kind, or parades.

The wages for the Public Safety and Public Works Departments and the Sheriff's Department personnel who assist with special events are usually calculated as overtime. The assistance that they provide is law enforcement, traffic control and set up of equipment along the event routes. The Sheriff's Department's costs generally run \$440 per event (\$55 per hour for two deputies for a minimum period of four hours). The ancillary equipment that is used usually includes cones and barricades for traffic control, and vehicles for transporting the personnel and equipment. The costs to the City for each walk, run, bicycle and/or parade event per department are outlined below:

Public Safety Department - Wages	\$1,200 to \$2,000
and Ancillary Equipment	\$200
Sheriff's Department - Wages	\$440
Public Works Department - Wages	\$500 to \$800
Community Development Department – Permit Fee	\$50
<b>Total Average Costs</b>	<b>= \$2,790 per Event</b>

As indicated, the costs to the City per event are estimated at \$2,790. If the trend continues at nine special events per year, the City's estimated costs would be \$25,110. At this time, there is no funding included in the City budget for these costs. For this reason, staff recommends that a cap of \$500 be placed on all requests for Special Event Permit fee waivers. Nine Special Events per year would potentially result in \$4,500 in waived fees and \$20,610 in personnel and equipment costs recouped by the City ( $\$25,110 - \$4,500 = \$20,610$ ). An alternative to the \$500 cap would be to include at least \$30,000 per year in the City Budget for Special Events.

An amended version of the Administrative Procedure/Policy for Special Events Approval is available as Attachment B. The proposed amendment for the \$500 cap is shown on page 2 of the document.

### **FINANCIAL IMPACT**

The proposed amendment to the Administrative Procedure/Policy for Special Events Approval would save the City approximately \$20,610 in personnel and equipment costs per year and a loss of \$4,500 in waived fees. The alternative would cost the City an additional \$30,000 per year to provide assistance for Special Event Permits.

### **ATTACHMENT**

- A. Special Events Permits 1995-2003 (present) Table
- B. Draft Administrative Procedure/Policy for Special Events Approval

**SPECIAL EVENTS PERMITS  
1995-2003 (present)**

## Special Events Permits 1995-2003 (present)

Year	Number of Events	Types of Events
1995	2	1) Circus Vargas; and, 2) Native American Indian ROW (City/VAH Sponsored
1996	2	1) Festival/Carnival; and, 2) Circus Vargas
1997	3	1) Carnival; 2) LLA Circus; and, 3) Auto Tent Sale
1998	6	1) Roof Balloon; 2) Auto Tent Sale; 3) Auto Tent Sale; 4) Auto Tent Sale; 5) Auto Tent Sale; and, 6) Redlands Bike Classic
1999	1	1) Circus Vargas
2000	2	1) Auto Tent Sale; and, 2) Auto Tent Sale
2001	8	1) Church Fiesta; 2) LLU Bike Ride (Fund Raising); 3) LLFFA Pancake Breakfast; 4) Auto Tent Sale; 5) Loma Linda Saturn Pet Adoption; 6) Teen Read Kickoff; 7) Council Yard Sale (Fund Raiser); and, 8) Worship Company Concert (Fund Raiser)
2002	7	1) Walkathon (Fund Raiser); 2) Candle Lighters Walk (Fund Raiser); 3) Clark's Nutrition 2-day Car Event; 4) LLU Walk/Run/Bike (Fund Raiser); 5) Loma Linda Lopers Annual Race Event (Fund Raiser); 6) LLU Community Hospital Toy Ride (Fund Raiser); 7) Unforgettables Walk (Fund Raiser)
2003	12	1) LLU Neurology Associates Walk (Fund Raiser) 2) Knights of Columbus 3-day Yard Sale (Fund Raiser); 3) Carl's Jr. Grand Opening for Green Burrito; 4) March of Dimes Walk Event (Fund Raiser); 5) Redlands Bike Classic; 6) Rudy's Brave-heart Triathlon (Fund Raiser); 7) LLU Allied Health Walkathon (Fund Raiser); 8) Ronald MacDonald House Yard Sale (Fund Raiser); 9) LLU SAHP Stampede Run/Walk (Fund Raiser); 10) Advantage Audi Weekend Sales Event; 11) Candle Lighters Walk (Fund Raiser); 12) LLU East Campus Temp Sign

ATTACHMENT B

*DRAFT*

**ADMINISTRATIVE PROCEDURE/POLICY  
FOR SPECIAL EVENTS APPROVAL**

# **CITY OF LOMA LINDA**

## **ADMINISTRATIVE PROCEDURE/POLICY**

DRAFT

### **SUBJECT: SPECIAL EVENT APPROVAL**

#### **POLICY OBJECTIVE:**

To establish a review procedure for special events not sponsored by the City or held inside the Civic Center buildings that propose to utilize City-owned and/or privately-owned facilities and property in order to minimize impacts on surrounding land uses, direct costs to the City, and other potential liabilities, which could result from such events.

#### **DEFINITION/SCOPE:**

All events of a short-term, temporary nature, held within the City that require exclusionary or specialized use of a City facility (other than Civic Center buildings) generally accessible to the public, or that are held on commercial, institutional, and/or industrial property.

#### **PROCEDURE/POLICY:**

1. All interested parties requesting permission to have a special event in the City of Loma Linda shall submit a Special Event Application (Attachment 1) at least 14 calendar days prior to the event. The following items shall be submitted with the Special Event Application:
  - a. Precise plot plan/diagram (10 copies) of the venue area that includes site ingress and egress for emergency vehicles, and floor plan (10 copies) for the proposed special event;
  - b. The manufacturer's specifications and fire rating if a tent(s) or other type of temporary shelter will be used;
  - c. A traffic control plan (5 copies) (including any necessary directional devices and street closures) for the proposed event, depending on the magnitude of the event and/or if traffic impacts are anticipated;
  - d. Description of water facilities and sanitary measure (including toilets and refuse containers) for the proposed special event;
  - e. Description of security measures for the proposed special event;
  - f. Proof of insurance;
  - g. Signed Release, Hold Harmless and Agreement not to Sue (for athletic events) (Attachment 2); and,
  - h. Processing Fee of \$50.

2. The City Manager shall have the authority to waive ~~all-required~~ *up to a maximum of \$500 of the required* fees for Special Events Permits and related permits for events that meet the following criteria:

- a. The event is sponsored or hosted by a Non-profit organization that provides community-based services;
- b. The event provides a tangible benefit to the local or regional community; and,
- c. The event meets the Loma Linda community goals to promote education, health and medical research or services, family and/or community values, and/or City or neighborhood beautification;

Note: The above provision does not apply to Special Event Insurance payments.

3. The Special Event Application and required submittals shall be submitted to the Community Development Department to begin the review process.
4. The Community Development Department shall route the application to the Administration Department, Public Works Department, Public Safety Department, San Bernardino County Sheriff's Department, Building and Safety Division, Planning Division, and Finance Department for review. Project routings may be sent to other outside agencies, as necessary. The purpose of the review is to identify any potential impacts to surrounding residents and business in terms of noise, congestion, traffic and circulation, public safety, and to determine the need for other permits or approvals, which may include the following:
- a. Encroachment Permit – required for activities occurring in the public right-of-way;
  - b. Traffic Control Permit – required for activities that would result in street closures or blocking of the public right-of-way;
  - c. Building Permit – required for (but not limited to) electrical, gasoline, and propane powered, portable generators, and temporary lighting and/or power;
  - d. Public Safety Permits – required by the Department of Public Safety [i.e., Place of Assembly Permit, Temporary Membrane or Canopy Permit, Candles and Open Flames Permit (in assembly areas), Carnival or Fair Permit, Fireworks Permit, and/or Open Burning (Bonfire) Permit]
  - e. Food Service Permit – required by the San Bernardino Health Department for events that prepare, serve and/or sell food items.

The applicant is responsible for obtaining all related permits and approvals prior to commencement of the special event.

5. The Special Event Application shall be reviewed to determine if the following items are required:
- a. Clean-up Deposit – A refundable Clean-up deposit may be required for some events. The criteria and deposit amounts are outlined as follows:

50 to 100 Persons - \$100

100 to 200 Persons - \$200

*200 to 500 Persons - \$300*

*500 or more Persons - \$500*

- b. Public Safety Deposit; and,
- c. Public Works Work Order (i.e., to provide electricity, clean-up inspection, or other related tasks).

Note: If Public Safety personnel are required for an event, a deposit or a portion of the costs may be charged to the applicant. The actual cost will vary depending on the type of event, the number in attendance, and the number of Public Safety personnel required for the event. The Risk Manager shall determine the cost according to cost allocation figures.

- 6. All required insurance payments shall be paid to the Finance Department and placed in Revenue Account No. 01-9803 labeled as Special Event Insurance. All deposits will be kept on file with the Finance Department until such time as a refund is issued.

The USER hereby submits a Certificate of Insurance wherein the CITY is named as additional insured for a minimum of \$1,000,000 liability coverage and \$250,000 property damage for the use of or damage to the City's facilities (i.e., streets, sidewalks, parks) arising from the use of said facilities granted as part of this agreement.

- 7. The Community Development Director shall place the Special Events Application on the Administrative Review Committee (ARC) agenda for review by other departments.
- 8. The ARC will review the request and recommend provisions to include in the Conditions of Approval.
- 9. Comments and recommendations from ARC may be incorporated in the Conditions of Approval which may include items, such as:
  - a. Provisions for parking and parking attendants;
  - b. Traffic control and security;
  - c. Confinement to a specified area (for events on City property);
  - d. Hours of use;
  - e. Safety measures (i.e., location and protection of electric wires and cords); and,
  - f. Other requirements as determined necessary by the City.
- 10. The applicant shall obtain the necessary forms for Special Event Insurance from the Administration Department and make payment to the Finance Department prior to approval of the Special Event Permit. The Special Event Insurance requirement may be waived if the applicant can provide a Certificate of Insurance that provides adequate and commensurate coverage and lists the City as also insured.
- 11. Upon approval by the City Manager or his/her designee, a letter of confirmation shall be prepared for the applicant that includes all Conditions of Approval, if applicable.



Prior to issuance of the approval letter, the applicant shall sign the Conditions of Approval indicating that he/she will comply with all of the provisions and requirements.

If an event is denied, the City Manager or his/her designee shall also provide a letter explaining the reason(s) for the denial.

12. Copies of the approval or denial letter shall be forwarded to all affected City departments and outside agencies within 2 days of the date of approval.
13. The Public Works Department shall provide electrical assistance, clean-up inspection, and/or other related tasks as deemed necessary by the Risk Manager. Immediately following a clean-up inspection, Public Works shall notify the Risk Manager whether or not the Clean-up Deposit may be refunded.

#### **AUTHORITY/RESPONSIBILITY:**

The City Manager or his/her designee shall be responsible for the approval or denial of all Special Event Applications.

The Public Safety Director/Fire Chief shall be responsible for protecting participants, spectators, and the general public for events involving significant utilization of public streets. The Public Works Director/City Engineer shall be responsible for inspecting an event location immediately following an event if necessary and reporting to the City Manager or his/her designee.

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Dennis R. Halloway, City Manager

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Date